

Louisiana Behavior Analyst Board  
4334 S. Sherwood Forest Blvd., Suite C-150,  
Baton Rouge, LA 70816

**BOARD MEETING MINUTES: April 13, 2022**  
*(Approved May 25, 2022)*

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Board Vice Chair, Angela Murray, at 8:45 a.m. on Wednesday, April 13, 2022 at 4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, Louisiana. Present were Board Members: Angela Murray, Renee Cole, Joseph Tuminello, III, Daniela Riofrio and Executive Director Rhonda Boe. Courtney Wright and Calvin Cryer were absent. Alfred Tuminello was absent for the majority of the meeting but arrived at 2:30 to establish a quorum to vote on 3 applications - see NOTE below.

A motion was made by Ms. Riofrio to approve the agenda for the April 13, 2022 meeting. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Ms. Murray moved to enter Executive Session at 8:46 a.m. for personnel review, credential file reviews and other matters.

Ms. Murray closed Executive Session at 1:40 p.m.

Ms. Murray began the Open Meeting at 1:45 p.m.

Ms. Murray made a motion to approve the February minutes. None opposed and the motion passed.

Ms. Riofrio made a motion to approve the March minutes. None opposed and the motion passed.

The following was reported regarding the credential file reviews:

Licensure Applicant 3.22/C was interviewed in-person by the board and approved for licensure. Licensee is required to provide update to the board every 6 months.

Licensure Applicant 3.22/F was interviewed in person by the board. Additional documents were requested and the board will review said documents at May meeting.

Licensure Applicants 4.22/B, 4.22F and 4.22/J were reviewed and approved for licensure.

Licensure Applicants 4.22/C, 4.22/E, 4.22/G, 4.22/H and 4.22/I were reviewed and approved for licensure upon receipt of the final documents by mail. Dr. Tuminello abstained.

Licensure Applicants 4.22/A required further review due to a discrepancy and will be reviewed at the May meeting.

Certificant Applicant 4.22/K was reviewed and approved for certification upon receipt of the final documents by mail. Ms. Cole abstained.

One late LBA late renewal was reviewed and approved for renewal certificate to be issued and dated April 13, 2022. One late RLT renewal was received and approved according to board policy.

**NOTE:** Mr. Tuminello arrived at the meeting at 2:30 p.m. to fulfill the quorum to vote on 3 applications where one of the board members in attendance was required to abstain.

The status of other applicants reviewed are contained in the attached report.

Complaints Committee:

Ms. Boe presented the following report on behalf of Complaints Coordinator, Ellen Brocato:

Complaint 2021-01C – Still attempting to schedule informal meeting.

Complaint 2020-005B – Consent Agreement still being considered.

Complaint Numbers 2020-001B, 2020-002B, 2020-003B and 2020-004B – responses have either been received or are within the time frame to still respond. Responses are being reviewed by the Complaints Coordinator.

Finance Committee:

Ms. Cole made a motion to approve the LSBEP invoice for March if no apparent discrepancies noted. None opposed and the motion passed.

Financials for March were reviewed and discussed. Ms. Cole made a motion to approve the reconciliations for March. None opposed and the motion passed. The board reviewed the Balance Sheet, General Ledger, Monthly Profit and Loss and Profit & Loss Budget vs. Actual for March. Ms. Murray made a motion to approve the full financials with no apparent discrepancies noted in the monthly figures but with the intent of reviewing the draft of an Amended Budget to address the overall percentage discrepancies. None opposed and the motion passed.

The amended budget was reviewed and discussed. Ms. Cole made a motion to accept the Amended Budget for Fiscal Year 2021/22. None opposed and the motion passed.

Ms. Boe asked the board if they wanted to renew membership with CLEAR. The annual fee of \$250.00 was due. Ms. Murray made a motion to renew CLEAR membership. None opposed and the motion passed.

Ms. Murray made a motion to rescind the Assistant Director employment offer previously tendered due to the candidate being unable to meet the agreed upon start date. None opposed and the motion passed. Ms. Cole made a motion to tender an offer of employment as Executive Administrator to the candidate interviewed today during Executive Session at a salary of \$50,000.00 per year. None opposed and the motion passed.

Ms. Boe reviewed the contracts that expire on June 30, 2022. Ms. Cole made a motion to renew contracts with the current Investigator and Complaints Coordinator according to the same rates and terms. None opposed and the motion passed. Ms. Riofrio made a motion to renew the contract with the current CPA according to the same rates and terms. None opposed and the motion passed. Ms. Murray made a motion to renew the contract with Taylor Porter as Administrative Hearing Officer according to the same rates and terms. None opposed and the motion passed. The board will need to consider candidates for General Counsel at the next meeting.

Jurisprudence Committee:

Dr. Tuminello reported he was able to recalibrate the exam to shuffle questions as opposed to answers. The exam will be tested before being utilized.

Legislative Oversight Committee:

The board decision on whether to contract with DOJ/Occupational Licensing Review Program will be decided at May meeting.

Ms. Boe updated the board on status of bills that could affect board procedure and/or the profession. Ms. Boe will keep Mr. Tuminello, the chair of this committee, updated during the month for any bills the board may be required to provide testimony for information purposes only.

Policies and Procedures Committee:

Ms. Boe will begin working on policy updates and have a draft (s) at the next meeting.

Continuing Education Committee:

Review of the updated CEU reporting form was tabled until May meeting.

Supervision Oversight Committee:

No new business

Long Range Planning:

The board will work on updating policies and procedures.

Discussion Items:

The board reviewed a question from a LBA regarding dual relationship when a client's parent applies to work at the clinic but there is another LBA who would be supervising the employee. The board referred the LBA to the BACB Ethics Hotline for guidance.

All board members reported they completed and filed their Tier 2.1 Reporting for the year 2021.

The June meeting is tentatively scheduled for June 15, 2022.

Ms. Murray adjourned the meeting at 2:45 p.m.

**CREDENTIAL FILE REVIEWS**

After review of the reports, explanations and documents, the following occurred:

4.22/1 Ms. Cole made a motion to approve. None opposed.

4.22/2 Ms. Murray made a motion to approve if results match exactly documents provided when results received. None opposed.

4.22/3 Dr. Tuminello made a motion to approve if results match exactly documents provided when results received. None opposed.

4.22/4 Ms. Riofrio made a motion to approve. None opposed.

4.22/5 Ms. Riofrio made a motion to approve. None opposed.

4.22/6 Ms. Riofrio made a motion to approve. None opposed.

4.22/7 Ms. Riofrio made a motion to approve. None opposed.

- 4.22/8 Ms. Riofrio advised board not enough information to review and tabled to May meeting.
- 4.22/9 Dr. Tuminello made a motion to approve. None opposed.
- 4.22/10 Dr. Tuminello made a motion to request additional information and table to May meeting. None opposed.
- 4.22/11 Dr. Tuminello made a motion to approve. None opposed.
- 4.22/12 Dr. Tuminello made a motion to approve. None opposed.
- 4.22/13 Ms. Cole made a motion to approve. None opposed. Ms. Murray abstained.
- 4.22/14 Ms. Murray made a motion to approve if results match exactly documents provided when results received. None opposed.

The following applicants required a 2<sup>nd</sup> review.

- 3.22/1 Ms. Murray reviewed and requested one additional document and moves to approve when received. None opposed.
- 3.22/2 Ms. Murray made a motion to approve. None opposed.
- 3.22/3 Ms. Cole made a motion to approve. None opposed.
- 3.22/7 Ms. Murray advised the board not enough information to review and tabled until May.
- 3.22/13 Ms. Cole made a motion to ask for a legal opinion on this applicant. None opposed.
- 8.21/6 Ms. Cole made a motion to approve. None opposed.

The following applicants are to provide monthly updates for review.

- 8.19/8 Update received.
- 6.21/8 Update received.
- 10.21/7 Update received.
- 9.21/7 Update received.
- 9.21/10 Update received.
- 1.22/1 Update received.
- 11.21/6 Update received.
- 2.22/9 No update receive, send reminder and notice revocation could occur if regular updates not provided.